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From: Pribeck, Kristen (DPH)
Sent: Tuesday, July 18, 2006 11:47 AM
To: Borne, Alan (DPH); Sloutsky, Alex (DPH); Salemi, Charles (DPH); Gauthier, Cheryl (DPH); Caloggero, Dina (DPH); Fontana, John (DPH); Peppe, Joseph (DPH); Nassif, Julianne (DPH); Nawn, Kathleen (DPH); Pribeck, Kristen (DPH); Han, Linda (DPH); Elvin, Paul (DPH); Belanger, Peter (DPH); Konomi, Raimond (DPH); Smole, Sandra (DPH); Wang, Xingtai (DPH); Grazioplene, Mariah (DPH)
Cc: Danforth, Deborah (DPH)
Subject: Lab Supply Committee

Hello All,

A State Laboratory Institute lab supply committee will be formed to establish standing orders for commonly-used laboratory supplies. One representative from each laboratory should be present to ensure that all areas are included. This representative should be familiar with the purchasing process and the items that the laboratory uses daily/regularly. The first meeting is scheduled on Tuesday, August 1 at 11:00 am in Room 202.

Please send me an email with the name of the lab representative you assign to this project. Debbie Danforth and I will outline the details of the project at this meeting and provide a spreadsheet template to be completed by each representative.

After the information is collected and compiled, further meetings will be called to discuss the items on the list. Please bring the actual items on the spreadsheet or a printout with a description/picture if the item is too large/fragile for comparison purposes. Items will only be considered if they are used by multiple laboratories. Items that are used by only one laboratory will not be considered; for those items a standing order can be placed.

If you have any questions, please feel free to contact Debbie or myself.

Thanks,
Kristen

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